TAC MEETING MINUTES

TECHNICAL ADVISORY COUNCIL
A Subcommittee of the Commission on Technology

Friday, April 1, 2011
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

Conference Room 230

MEMBERS PRESENT	MEMBERS ABSENT
Steve Ballance	Mohyeddin Abdulaziz
Ron Bitterli	Jeremiah Matthews
Karl Heckart, Chair	Jared Nishimoto
Jennifer Gilbertson	David Stevens
Randy Kennedy	
Christy Koehler	
Cary Meister	
Eloise Price	
Rick Rager	
Kyle Rimel	
Alan Turner	

GUESTS	AOC STAFF
Nick Felber, *Yuma Superior Court*	Stewart Bruner, *ITD*
Sue Hall, *Apache Clerk's Office*	William Earl, *ITD*
Charles Drake, *PCCJC*	Jennifer Greene, *AOC Legal*
Teri Softley, *Apache Clerk's Office*	Alicia Moffatt, *ITD*

* indicates appeared via telephone

TAC MEETING MINUTES

WELCOME, INTRODUCTIONS, AND OPENING REMARKS — Karl Heckart

Karl Heckart, chair of the Technical Advisory Council (TAC), called the meeting to order just after 10:00 a.m. and explained the goal of being prepared for the COT annual meeting next month. Staff confirmed that a quorum existed.

Karl then requested a motion regarding the minutes of the February 4th meeting. Kyle Rimel reminded members that following the meeting the minutes were updated to detail the workflow discussion more fully.

MOTION	A motion was made and seconded to accept the revised version of the minutes from the February 4, 2011, TAC meeting. The motion passed unanimously.	

Karl then conducted a roll call of those on the phone and those present in the room. He called attention to the draft agenda for the upcoming Arizona Digital Government Summit to be held in Phoenix June 1 and 2. Attendance is free for state and local government employees. Attendees have received COJET credit for prior conferences.

UPDATE — KEY PROJECT UPDATES — Karl Heckart

Karl briefed members on the progress of certain state-level initiatives, including:

- e-Filing – Three-quarters of law firms having civil subsequent filings into Maricopa Superior Court are now in mandatory e-filing status. The remainder will transition May 1. Pima civil e-filing, following the statewide model, is preparing for a summer pilot using 3 or 4 law firms. Appellate courts have added criminal filings with Maricopa prosecutors to increase volume. Criminal e-filing requirements have now been delivered to Intresys. Maricopa Justice Courts are anticipating a July start date for small claims e-filings followed by limited civil cases. In response to a question, staff member Stewart Bruner updated members on the progress of the centralized EDMS that uses discon-nected scanning. He stated that the emphasis is on day-forward scanning of open records in support of e-filing, but that the system will be able to accept closed case records to help alleviate storage issues experienced by limited jurisdiction courts.
- General Jurisdiction (GJ) AJACS Releases –3.5 and SR4 have been successfully deployed to all courts and 3.6, which includes ADRS integration and revised calendar/schedule functionality, is now entering the test phase.
- Limited Jurisdiction (LJ) AJACS – The LJ Steering Committee continues to finalize the components of the AZTEC replacement system. The large volume enhancement effort is now being led by Mesa, since the court has a 22.month countdown to replacement of its mainframe CMS. The goal is to obtain a price tag for enhancements in time for the COT annual meeting. The AZTEC data conversion strategy has not yet been decided.
- Warrant Process Re-engineering – The full business system and legislation review is getting underway with stakeholder meetings being scheduled for April. Rick Rager warned that rule-based warrant approaches taken by localities could be affected by changes AOC makes. Karl hinted that a statewide repository maintained by the courts may be turn out to be the ideal solution, but it's too early in the process to tell.

- Judge Automation – Business analysis of various judges' activities has yielded a candidate judges' dashboard which is now being developed as a prototype application for review and comment. Karl mentioned a YouTube video produced by Tyler Technologies that demonstrates a similar approach. Discussion then turned to the pros and cons of various tablet computers currently being evaluated by the AOC for use by judges.
- Mandatory Password Resets – All devices on AJIN will soon have 90-day password aging enforced. Karl warned members about issues being discovered with devices that actively synchronize to the network and get users unwittingly locked out of their accounts.
- Chief Architect Job – Karl is looking to replace William Earl who is resigning his position at AOC to join AmCad on April 15.

REVIEW	SOCIAL MEDIA POLICIES FOR COURTS	Stewart Bruner

As a continuation to a topic raised in the previous TAC meeting, staff member Stewart Bruner shared his research about various controls on social media usage and content already contained in ACJA §1-303 and ACJA §1-503, then asked members what specific items that they needed were not covered by the policies he had reviewed. Items raised were 1) guidance for jurors during trials, 2) tools for monitoring usage versus productivity by local employees in the background rather than only in a crisis-oriented fashion, and 3) a statement concerning ownership of social media accounts. Stewart emphasized the necessity of the third item in clearly separating business use from personal use.

Karl will report to COT that members feel the general behaviors are already covered in existing policies, but that supervisors need to be aware they can contact the AOC Support Center for data if they suspect abuse. Members favor the concept of general guidance over a Branchwide policy developed by the AOC. Jennifer Greene from AOC Legal Services reminded members that any local policies must take into account the public records nature of social media content and therefore the need to retain any unique content according to established retention schedules. Karl also mentioned that Facebook use can potentially violate the State's open meeting statute.

REVIEW / DISCUSS	COT PRESENTATION TOPICS	Karl Heckart

Karl asked members for their ideas regarding content to share with COT in the annual meeting. Conversation gravitated toward the following few subjects:
- Project load is by far the most major issue being faced. Technology resources have passed their saturation point. The MindMap begins to tell that story, but doesn't show the wealth of local projects that compete for resources with statewide project. Members desire from COT a clear list of the few most important deliverables they should be working on, not a long list of number one priorities that precludes any single item from being completed. Local resources would rather know the overall purpose of the project and its internal dependencies than have the focus be an ever-changing series of "must-have" dates for the component pieces of the project.

- Direction is needed regarding future ACAP device costs in the face of county budget cuts. Bandwidth needs continue to increase; members expect costs will get passed on to users at a time when no funds are available to pay the increased bill.
- An update on the e-Citation approach statewide would be timely as DPS readies the free TRACS software for use by local law enforcement agencies but will not be hosting the implementations, leaving every municipality to construct its own environment. Numerous private-sector solutions are also in use with even more in the pipeline. What stance should the courts take on these?

DISCUSS	TARGETED LOCAL COURT TECHNOLOGY TOPICS	Various

- Nick Felber provided a detailed presentation about Yuma's Revenue Results financial tracking program used by the JAU to automate fifteen thousand files across multiple Yuma courts cutting the time from months to days to catch up with those who should be paying on court obligations. He stepped through the program screen by screen, showing the dashboard, relevant AZTEC codes, import capabilities from Crystal, and reporting functions. Nick also provided a real-time demonstration of the system and drilled down into the details of a particular account. The system has restitution and FARE built into it and also meets minimum accounting standards. Alan Tuner mentioned that Pinal Superior Court had used the same software prior to the AJACS implementation, but the vendor refused to provide an AJACS interface. Nick will make the vendor's contact information available to members by having Stewart distribute it or by posting it in the technologists' forum at http://groups.yahoo.com/group/AZCourtsTech/.

CALL TO THE PUBLIC	Karl Heckart

After hearing no further discussion from members or the public, Karl adjourned the meeting at 12:30 p.m.

Upcoming Meetings:	August 5, 2011	AOC – Conference Room 230
	October 7, 2011	AOC – Conference Room 230

MEETING ADJOURNED	12:30 PM